

APPENDIX I (CONTD)

Sample RTI Application in Connection with Action on Uncovered Manholes

To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

(A) Name of Applicant

(B) Address of the Applicant (Give address from where you would like to correspond with the PIO)

Sir,

There are dangerous and Life threatening open manholes/pits at under-mentioned locations in _____ area.

(List locations of open manholes/pits)

For these, I want the following information:

- (1) Names of officials responsible for ensuring that there is no open manholes/pits.
- (2) Details of action taken against the officials responsible for letting the above mentioned open manholes/pits.
- (3) By when corrective action will be taken to remove this threat to the lives of residents living in the area.
- (4) I wish to point out that under the proviso to Section 7(1), when the information sought for concerns the life or liberty of a person, the same shall be provided within 48 hours of the receipt of the request. The information concerning open manhole(s)/pit(s) falls in this category and should be provided to me within 48 hours.

I have submitted initial Application fee of Rs. 10/- vide IPO/Challan/DD No. _____.

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Appendix I: Sample RTI Application

Also, as per the provisions of the RTI Act, 2005 please provide immediately the details (name and designation) of the first appellate authority with respect to your department with the reply to the above request, where I may, if required file my first appeal.

Thanking you.

Signature: _____

Name: _____

Postal Address: _____

Date: _____

Enclosed:

IPO/Challan/DD No. _____

Source: Adapted from applications given at Sakshi Trust and Association for India's Development websites—<http://www.sakshitrust.org/> and <http://rti.aidindia.org/>

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